

**Antrim Township Industrial Pretreatment Program**  
**Standard Operating Procedure No. 8**  
**Training**  
**Issue Date June 2017**  
**Revision No. 0**

## **Scope**

This procedure describes how the Township trains new staff on the Township's EPA-approved Industrial Pretreatment Program (IPP).

## **Overview**

The Township trains all new staff on the Township's IPP as part of a larger training program.

## **Procedures**

The following items are reviewed as part of the IPP training for new staff:

### **Steps**

- ☐ 1. Brief overview of the IPP
- ☐ 2. Review duties of Pretreatment Coordinator
- ☐ 3. Review of IPP documents:
  - Sewer Use Ordinance with Local Limits
  - Enforcement Response Plan
- ☐ 4. Review IU permits of currently permitted industries
- ☐ 5. Review Compliance Monitoring Report Log
- ☐ 6. Review IU Inspection Form
- ☐ 7. Review IPP SOPs (Nos. 1-8)
- ☐ 8. Review file storage locations – hard copies and electronic

**New staff shall be provided a copy of this SOP as a checklist and shall initial each item upon completion. A copy of the completed checklist shall be kept in the employee's training file.**